

CALL FOR EXPRESSION OF INTEREST FOR INCLUSION IN THE POOL OF NON-KEY EXPERTS (NKE)

The project “Active labour market measures for employability” (EuropeAid/136526/IH/SER/ME) invites relevant candidates to express their interest in participating in a pool of expert. Interested experts are invited to submit their Curriculum Vitae in English. The Call is exclusively addressed to natural persons (individual experts).

Applications in response to this Call for Expressions of Interest may be submitted at any time prior to 20th March 2016 exclusively via e-mail to: projektmme@gmail.com . The subject of the e-mail must indicate the position for which the candidate applies.

Background

A consortium under the leadership of bit management Beratung GmbH (Austria) is carrying out an EU IPA project “Active labour market measures for employability”. The activities started in January 2016 and will be completed in August 2017. The overall objective of the project is to enhance the effectiveness of active employment policy measures, while the purpose of the project is: (a) To improve functioning, effectiveness and efficiency of the Ministry of Labour and Social Welfare and the Employment Agency of Montenegro; (b) Better match between supply and demand on the labour market in terms of labour force skills; and (c) To improve services offered to EAM clients in order to enhance employability of unemployed and inactive, with special focus on long-term unemployed, women and young persons.

The project consists of three Components: (1) Training Activities, (2) Analysis and Forecasting Activities, and (3) Activities to support proposals development and implementation of grant scheme. Various positions will be needed during the project implementation as described below. Candidates will be included in the pool of experts if they satisfy listed criteria. The inclusion in the pool of experts does not imply any obligation on the project or the candidate. Whenever a contract is to be concluded for specific position, the project will invite some or all of the candidates in order to exchange more detailed information on potential for engaging the candidate as an expert in the project.

POSITIONS:

NKE: Labour Market Expert

Qualification and general professional experience:

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (economy, sociology, law and similar) or 5 years of general related experience. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below.
- At least 5 years of experience in the required area of expertise;
- Practical experience in recently acceded EU Member States, candidate or potential candidate countries;
- Excellent command of English, both spoken and written;
- Knowledge of local language would be considered as an asset.

Specific professional experience:

- Proven experience in involving in labour market activities as an expert providing support in at least 1 project;

Tasks/activities:

- Provision of support in analysing of labour market and preparation of report;
- Provision of support with designing the training materials;
- Provision of support in delivering trainings for professionals in the field of employment;
- Implement field surveys/interviews and collect relevant information according to questionnaire developed by Key Experts;
- Input of information gathered from the questionnaires and interviews;
- Produce individual and summary interviews reports;
- Other tasks as defined by relevant Key Experts.

NKE: Labour Market Analysis & Labour Market Policy Expert

Qualification and general professional experience:

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in Economics or Sociology with strong background in quantitative methods and economic analysis or 5 years of general related experience. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below;
- At least 5 years of experience in the required area of expertise;
- Practical experience in recently acceded EU Member States, candidate or potential candidate countries;
- Excellent command of English language, both spoken and written;
- Knowledge of local language would be considered as an asset.

Specific professional experience and competencies:

- Proven experience in labour market analysis as an expert providing support in at least 1 project;
- Demonstrated extensive experience in analytical & statistical research of labour market and labour policy statistics at an advanced level;
- Experience in developing, handling and processing large scale statistical databases;
- Experience in data collection;
- Familiarity with key labour market indicators, including calculation methodologies, concepts and definitions;
- Knowledge of European employment policy;
- Thorough knowledge of Microsoft Excel;
- Sound analytical and organizational skills;
- Excellent communication skills both orally and in writing including the ability to write accurate analytical reports.

Tasks/activities:

- Collect statistical data relevant for the implementation of Component 2;
- Analyse and process large scale statistical databases;
- Produce tables and graphs defined by relevant Key Expert;
- Produce analytical reports;
- Other tasks as defined by relevant Key Expert.

NKE: Education and Training Analysis Expert

Qualification and general professional experience:

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (sociology, economics, education and similar) or 5 years of general related experience. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below;
- At least 5 years of experience in the required area of expertise;
- Practical experience in recently acceded EU Member States, candidate or potential candidate countries;
- Excellent command of English language, both spoken and written;
- Knowledge of local language would be considered as an asset.

Specific professional experience:

- Experience in collection of data;
- Solid analytical skills;
- Experience in drafting reports.

Tasks/activities:

- Review and report the existing adult education & training programmes offer and output;
- Analysis of adult education & training programmes offer and output;
- Assist in the delivery of a report on the comparative analysis of occupations required by employers and education and training programmes offered by education institutions and training providers;
- Other tasks as defined by relevant Key Expert.

NKE: Grant Scheme Implementation Expert

Qualification and general professional experience:

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (law, economy, sociology and similar) or 5 years of general related experience. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below.
- At least 5 years of experience in the required area of expertise;
- Practical experience in recently acceded EU Member States, candidate or potential candidate countries;
- Excellent command of English language, both spoken and written;
- Knowledge of local language would be considered as an asset.

Specific professional experience:

- Proven experience in implementation of single EU grant projects, either in the capacity of Project Manager/Assistant or as an expert providing support with grant scheme implementation in at least 1 project;
- Practical experience with project management, narrative and financial reporting, financial administration, preparation of requests for funds, budget reallocations, EU visibility and similar;
- Experience in the areas of employment and labour market would be an advantage.

Tasks/activities:

- Provision of support to grant beneficiaries of the Call for Proposals “Youth, Women and Long-term Unemployed in the Labour Market” (EuropeAid/137484/ID/ACT/ME) with guidance and mentoring in implementation of awarded grant contracts;

- Provision of support with preparation of narrative and financial reports, financial administration, requests for funds, budget reallocations, contract addendums, application of EU visibility rules and other support in line with the needs of concrete grant contract(s);
- Other tasks as defined by relevant Key Expert.

NKE: Procurement Expert

Qualification and general professional experience:

- University degree (where a degree has been awarded on completion of four years study in a University or equivalent institution) in social sciences (law, economy, sociology and similar) or 5 years of general related experience. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below.
- At least 5 years of experience in the required area of expertise;
- Practical experience in recently acceded EU Member States, candidate or potential candidate countries;
- Excellent command of English language, both spoken and written;
- Knowledge of local language would be considered as an asset.

Specific professional experience:

- Proven experience in implementation of single EU grant projects, either in the capacity of Project Manager/Assistant or as an expert providing support with procurement in at least 1 project;
- Practical experience with procurement procedures in conformity with PRAG rules.

Tasks/activities:

- Provision of support to grant beneficiaries of the Call for Proposals “Youth, Women and Long-term Unemployed in the Labour Market” (EuropeAid/137484/ID/ACT/ME) with guidance and mentoring in secondary procurement;
- Provision of support with preparation of procurement related documents in line with PRAG rules;
- Other tasks as defined by relevant Key Expert.

Location

The time input of the non-key experts is 100% in Montenegro.

Logistics

Selected non-key experts will have possibility to use project office in Podgorica. The experts are expected to arrange for their own laptop computer. If needed, travel costs to the regions will be reimbursed. No costs are reimbursed for local travel in Podgorica.

The experts report to relevant Key Expert/s of the project.

Special conditions

Selected non-key experts will be fully responsible for the quality of their work. The experts must be independent and free from conflicts of interest in the responsibilities they take on. Payments for work done and costs incurred will take place on the basis of monthly time sheets, after approval of the Team Leader, which will not be unreasonably withheld.